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12 December 1951

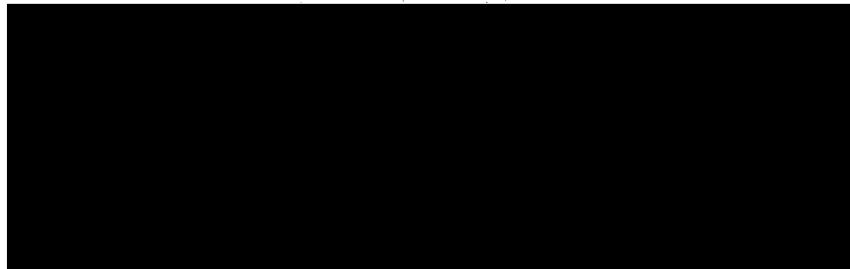
CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 8th Meeting, 5 December 1951, 10:30 A.M.

Present:

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1. The minutes of the 7th meeting of 28 November were approved as distributed. [redacted] was commended on his excellent preparation of his notes.

2. The factors to be appraised for use in an employee evaluation form were selected in a wide range by [redacted]

The wide range approach was intentionally used as it is felt that final selection should be made by the Working Group after thorough consideration of all factors.

3. [redacted] stated that he felt there were two ways of installing an evaluation system. (a) the very specific and systematic method of obtaining factors for success or failure in job performance by careful research and thorough interviewing of supervisory personnel; (b) the method of taking a large range of factors, defining them, pruning out those that are overlapping or vague, then having final coordination with the operating offices. The Group agreed that the second method is the one most practicable for our purposes and, therefore, the one we will follow.

4. [redacted] suggested that certain criteria on work performance be set up and that factors applicable to our employees be selected with a possible limit of ten factors as our first approach to an evaluation form. From this start, the Group must decide on an empirical basis whether one system will evaluate all or whether we must break the system into several as applying to a specific job family. [redacted] recommended that the "criteria" follow the Working Group's statement on an evaluation of "aptitudes, knowledges, skills, and interests". The Group agreed in this principle and that a common form should be evolved if possible.

5. To determine the personal interest of the employee in developing a career, it was agreed that each employee should state his interest or interests when appropriate.

FORM	108	REV DATE	22 JUN 1951	BY	[redacted]
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should relate to the factors under "aptitudes, knowledges and skills" so that three main groups of factors would be considered.

6. The agenda for the 9th meeting is to be as follows: (a) presentation of a proposed evaluation form by [REDACTED] (b) "installing an appraisal system". The next meeting was set for 10:30 A.M., 12 December 1951. 25X1A9a

7. The meeting adjourned at 12:35 P.M.

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